Chapter 3

Commitment Control Budget Entry

Chapter Overview

This chapter will demonstrate how to enter Budgets using Commitment Control as well as how to post budget transactions, perform budget transfers.

3.1

Chapter Objectives

By the end of this chapter, you will be able to:

- Enter a Commitment Control Budget.
- Perform a Commitment Control Budget Transfer.
- Post a Commitment Control Budget Transaction.
- Delete a Commitment Control Budget Transaction.

3.2

Commitment Control Budget Entry

PeopleSoft applications give you the ability to enter budgets through many avenues including through PeopleSoft Budgeting, Projects, and third-party applications or through Commitment Control Budget Entry.

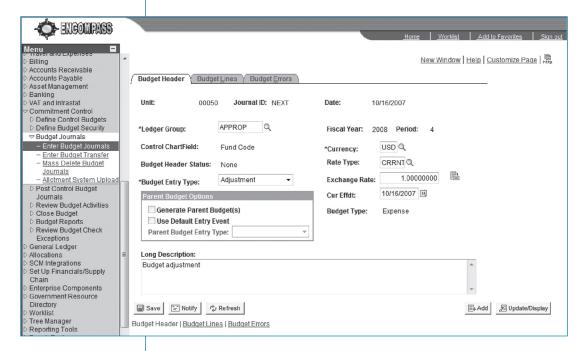### Steps to complete Commitment Control Budget Entry

- Enter budget journal header.
- Enter budget journal lines.
- Post budget journal.

Budget Entry Header

The header page contains the information that uniquely identifies the budget journal — Business Unit, Journal ID, and Journal Date. The page also contains options that determine the Commitment Control Ledger the budget will apply to and whether the budget is an Original or Adjustment budget.

Navigation

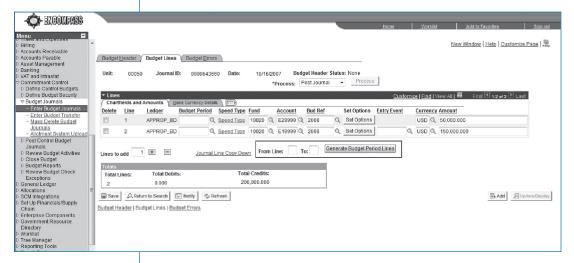Commitment Control >> Budget Journals >> Enter Budget Journals

3.3

GLSC 3.01

Ledger Group	When adding a new journal, a lookup is available to select the ledger group for the budget ledger to which this entry is directed.

Budget Entry Type	For budget entries using the Enter Budget Journals page these values are available:
	    Select Original if this is an original budget entry being made for the first time. (generally these entries for APPROP, ALLOT, and ALLOT_CTRL are only made by the State Budget Agency)
	    Select Adjustment if this is an adjustment to an original budget amount.
	For budget transfers using the Enter Budget Transfer page these values are available:
	    Select Transfer Adjustment if this is a subsequent transfer of an adjustment to an original budget amount.

GLT 3.01

3.4

Budget Entry Lines

Use the Budget Entry Lines page to record the amounts that make up the budgets journal—these are one-sided entries meaning that they only contain debits or credits, but not both. SpeedTypes, which will be addressed later in the course, can be used in budget entries.
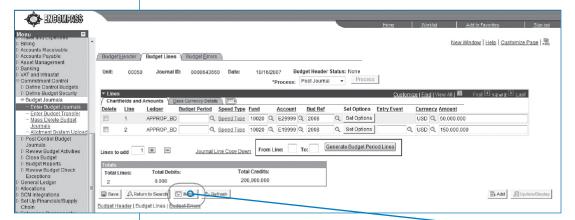

GLSC 3.02

Notifying a Budget Analyst to Post a Budget Entry

Users will have the ability to enter budget transactions to the APPROP, ALLOT_CRTL and ALLOT Budget Ledgers, but cannot post these same budget transactions. Once a budget journal has been created the journal will need to be posted, only Budget Analyst's may post Budget entries to the APPROP, ALLOT, and ALLOT CTRL ledger groups.
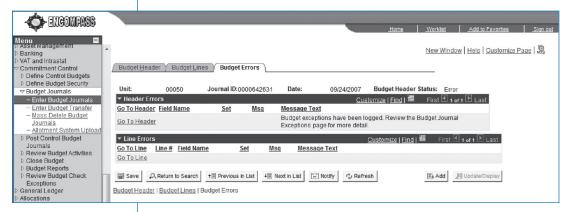
To notify a Budget Analyst to post the budget entry, the user needs to be inside the budget journal to be posted. Next select the Notify button; which will result in the navigation to a subpage to e-mail a request entry directly from the Budget Entry component to the budget analyst. The Budget Analyst will then login to the system review and post the budget entry. For the ORG and REVEST budget ledgers the independent agencies may post the budget entries.

3.5

GLSC 3.03

Notify

3.6

Budget Errors Page

The Budget Errors tab will show which, if any, budget journal lines are in error as well as give a link to the line containing the error. The page shot below displays a Commitment Control Budget Entry item has errors and to check the Entry Log for additional details.

GLSC 3.04

Independent Activity

Provided by the Instructor

Commitment Control Budget Transfers

Commitment Control gives you the ability to make budget transfers within a single ledger group and business unit. Budget Transfers let you make monetary transfers from one account to another.
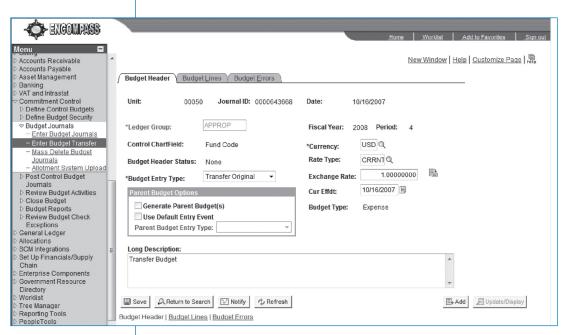
Steps to complete Commitment Control Budget Transfers

- Enter budget transfer journal header.
- Enter budget transfer journal lines.
- Post budget transfer journal.

3.7

Budget Transfer Header

The Budget Transfer header page looks exactly like the Budget Journal entry header page. The page contains the information that uniquely identifies the budget transfer journal — Business Unit, Journal ID, and Journal Date. The page also contains options that determine the Commitment Control Ledger the budget will apply to and whether the budget is an Original or Adjustment transfer budget.

3.8

Navigation

Commitment Control >> Budget Journals >> Enter Budget Transfer >>Click Add a New Value

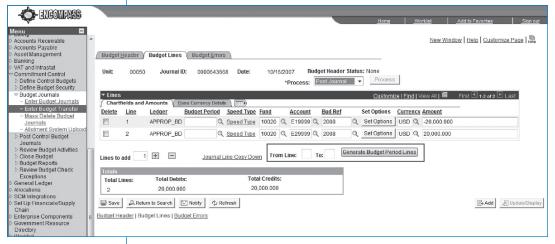>> Business Unit = 00050 >> Journal ID = NEXT >> Journal Date = Today's Date

GLSC 3.05

Budget Transfer Lines

Once again the Budget Transfer lines page is eerily similar to the Budget Journal lines page, please be careful when selecting pages that the appropriate component has been identified. Use the Budget Transfer Lines page to record the amounts that make up the budgets transfer —these are one two sided entries, meaning that they should balance with debits equaling credits.
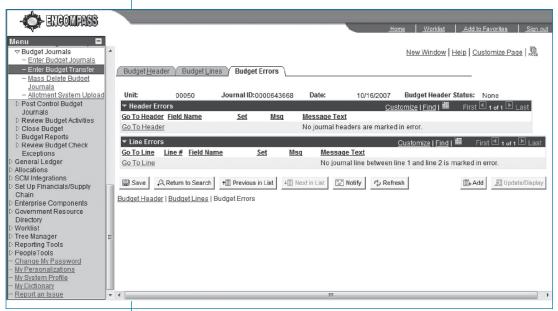
In order to process a Budget Transfer reduces the budget from one funds account and transfers it to another funds account. Notice on the page below that $20,000 has been transferred from Account E19999 in Fund 10020 in Budget Reference 2008 and transferred to account E29999 in Fund 10020 in the same Budget Reference.

3.9

GLSC 3.06

Budget Transfer Errors Page

The Budget Transfer Errors page will display which, if any, budget transfer lines are in error as well as gives a link to the line containing the error.
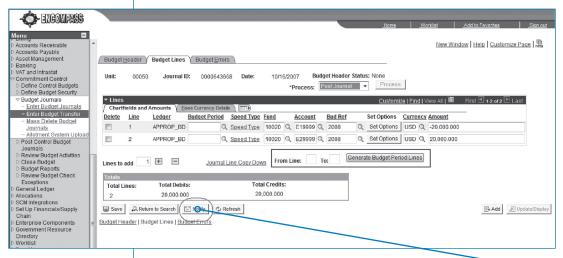
3.10

GLSC 3.07

Notifying a Budget Analyst to Post a Budget Transfer

Users will have the ability to enter budget transfers to the APPROP and ALLOT Budget Ledgers, but cannot post these same budget transactions. Once a budget transfer has been created the journal will need to be posted, only Budget Analyst's may post budget transfers to the APPROP, ALLOT, and ALLOT CTRL ledger groups.

To notify a Budget Analyst to post the budget transfer, the user needs to be inside the budget journal to be posted, next select the Notify button, this will result in the navigation to a subpage to e-mail a request entry directly from the Budget Entry component to the Budget Analyst. The Budget Analyst will then login to the system review and post the budget entry. For the ORG and REVEST budget ledgers the independent agencies may post the budget entries.

3.11

GLSC 3.08

Notify

Independent Activity
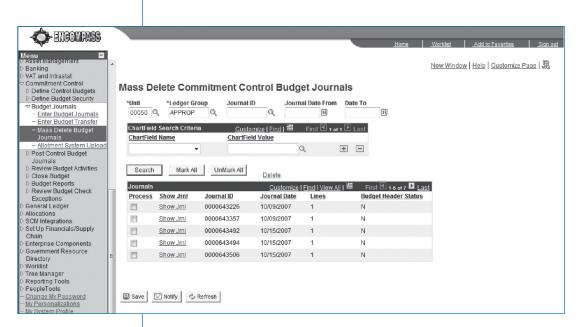
Provided by the Instructor

Deleting Budget Journals

The Commitment Control features allows for the deletion of budget journals that have not been posted.

The mass deletions are based on the Business Unit and Detail Ledger Group. You can select individual unposted journal entries or select all not posted journal entries for deletion.

3.12

Navigation

Commitment Control >> Budget Journals >> Mass Delete Budget Journals
>> Business Unit = 00050 >> Ledger Group = APPROP >> Click [Search]

GLSC 3.09

Commitment Control Posting Checklist

Commitment Control performs the following checks when attempting to post a Budget Journal.

1. Edits the budget journal entries to make sure they meet the rules established on the Control Budget Definition and Budget Attributes pages.

2. Creates offset lines for the budget journal.

3. If budget check fails the system will mark the journal as having errors (E) but not posted which indicates that it has passed the edits but has not posted to the ledger.

4. If there are no errors, the system will post the budget journal directly to the detail ledger group (i.e.APPROP).

3.13

Posting Budget Journals

The Commitment Control Posting process can be completed using two different methods.

1. Post Budget Journals immediately by clicking the process button.

2. Post Budget Journals in a batch process from the Budget Posting Request page.